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ADS Chapter 556

Congressional Reports

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Major Functional Series 500: Management Services**ADS Chapter 556 - Congressional Reports**POC for ADS 556: Barbara Bennett, (202) 712-4041, babennett@usaid.gov**Table of Contents**

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ADS Chapter 556 - Congressional Reports

556.1 OVERVIEW

To provide clear, informative, thorough reports to Congress regarding the activities of USAID, as required by law or as requested by Members of Congress or their staff.

556.2 PRIMARY RESPONSIBILITIES

- a. The **Bureau for Management, Office of Management Services, Information Records Division (M/MS/IRD)** is responsible for assigning the appropriate reports control symbol for all recurring reports, special one-time reports and reports as a result of a Presidential Determination. (See [506.3.1](#))
- b. The **Bureau for Legislative and Public Affairs (LPA)** is responsible for preparing and clearing on behalf of USAID all such recurring reports as are required by the Foreign Assistance Act, the Foreign Assistance and Related Programs Appropriations Act, and related legislation, or requested by Members of Congress or their staffs, and for submitting to Congress all reports prepared by the USAID.
- c. The **General Counsel's Legislative Program Office (GC/LP)** is responsible for assigning the preparation of special, one-time reports requested by Members of Congress or congressional committee staff to the appropriate office at USAID, and is responsible for publishing the Presidential Determination in the Federal Register.
- d. The **Executive Secretariat (ES)** is responsible for monitoring the progress of special, one-time reports requested by Members of Congress or congressional committee staff and, with guidance from LPA and GC, for monitoring compliance with statutory and other reporting to the Congress.
- e. The **Bureau for Management, Office of Budget (M/B)** is responsible for clearing all reports containing financial or budgeting projects or records to ensure consistency with information previously supplied to the Congress.
- f. **Bureaus/Independent Offices (B/IOs) and officers** are responsible for preparing the required data and obtaining necessary clearances as requested or assigned.

556.3 POLICY DIRECTIVES AND REQUIRED PROCEDURES

The following are the official Agency policies and corresponding essential procedures:

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556.3.1 Control Symbol

The Bureau for Management, Office of Management Services, Information Records Division (M/MS/IRD) shall assign the appropriate reports control symbol for all recurring reports, special, one-time reports and reports as a result of a Presidential Determination. (See [506.3.1](#))

556.3.2 Congressional Reports

USAID shall promptly and thoroughly fulfill its statutory reporting obligations to Congress and shall respond promptly and thoroughly to all requests for reports from Members of Congress.

Although the Bureau for Legislative and Public Affairs (LPA) is the focal point for the preparation and release of congressional reports, there must be a continuing, comprehensive, Agency-wide concern for producing and disseminating timely, accurate information. LPA shall stimulate, program, and coordinate these efforts, but must rely on the active participation of all major offices and officers in USAID in responding to the need for an accurately informed Congress.

The B/IO assigned to prepare Congressional reports shall prepare a transmittal letter for the report to be signed by either the Administrator or the Assistant Administrator, Bureau for Legislative and Public Affairs (AA/LPA). If there is any confusion as to whether the letter is to be signed by the Administrator or AA/LPA, ES shall be contacted for a determination. All reports prepared for Congress by USAID must be transmitted to Congress through LPA. (See [554.3.3](#))

There are two types of reports, regularly recurring reports and requests and the Presidential Determinations.

a) Regularly Recurring Reports and Requests

The Bureau for Legislative and Public Affairs (LPA) shall prepare all recurring reports such as are required by the Foreign Assistance Act, the Foreign Assistance and Related Programs Appropriations Act, and related legislation or requested by Members of Congress or their staffs.

b) Presidential Determinations

Preparing offices for reports resulting from Presidential Determinations shall prepare such reports for the Congress and shall ensure that Presidential Determinations are processed in accordance with instructions incorporated in 506.3.1 (See [506.3.1](#))

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556.3.3 Clearances for Reports

Preparing offices for regularly recurring reports shall obtain all of the necessary clearances for the reports they prepare.

Bureau for Management, Office of Budget (M/B) shall clear all reports containing financial or budgeting projects or records to ensure consistency with information previously supplied to the Congress.

556.3.4 Special Reports

The General Counsel's Legislative Program Office (GC/LP) shall assign the preparation of special, one-time reports requested by Members of Congress or congressional committee staff to the appropriate office at USAID and shall publish the Presidential Determination in the Federal Register.

The Executive Secretariat (ES) shall monitor the progress of special, one-time reports requested by Members of Congress or congressional committee staff and, with guidance from LPA and GC, shall monitor compliance with statutory and other reporting to the Congress.

556.4 MANDATORY REFERENCES

556.4.1 External Mandatory References

- a. [Foreign Assistance Act of 1961, Section 654](#)
- b. [International Security Assistance Act of 1978](#)

556.4.2 Internal Mandatory References

- a. [ADS 506, Reports Management](#)
- b. [ADS 554, Congressional Witnesses](#)

556.5 ADDITIONAL HELP

There are no Additional Help documents for this chapter.

556.6 DEFINITIONS

The terms and definitions listed below have been incorporated into the ADS Glossary. See the [ADS Glossary](#) for all ADS terms and definitions.

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control symbol

Alphabetic and numeric symbols assigned to reports by the Office of Management Services, Information Records Division (M/MS/IRD) or other units which serve to identify the report and indicate review and approval of the requirement. (**Chapters [506](#), 556**)

presidential determination

A report requested by Congress to the President concerning any finding or determination under any provision of the Foreign Assistance Act for each fiscal year. (**Chapter 556**)

recurring reports

A report required by the Foreign Assistance Act and related legislation for which the Agency must gather, maintain, and submit information at established intervals or upon the occurrence of a specified event. (**Chapters [506](#), 556**)

special, one-time report

A report prepared one time as requested by a Member of Congress and/or Congressional Committee staff as assigned by ES or GC/LP. (**Chapter 556**)

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